

DECODING THE SCHOOL NUTRITION PROGRAMS

ASBO

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Association (SNA)
of South Dakota**

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Agenda

- ✓ Preparation for the Administrative Review
- ✓ School Nutrition 101 for Business Managers
- ✓ USDA Foods (Commodities) Maximizing Federal Funds
- ✓ Hot Topics

PREPARING FOR A SCHOOL FOOD SERVICE REVIEW

The Administrative Review

AR Reinvention Goals

- The Healthy Hunger-Free Kids Act of 2010 called for a more effective and efficient review process
- Consolidated the review process
- Incorporated school breakfast, the new meal pattern, and dietary specifications, and the performance-based reimbursement
- Implement a 3-year review cycle

Previously the reviews were separated into a CRE (Coordinated Review Effort) and the SMI (school meals initiative)

Long story...

The administrative review process – traditionally called the “Coordinated Review Effort” or CRE –used to ensure compliance with federal law and regulations in the operation of the school nutrition programs. The passage of the Healthy, Hunger Free Kids Act of 2010 resulted in significant changes in the school lunch and school breakfast programs. Central to this is the mandate for USDA to develop a unified monitoring process, which involves combining elements of the Coordinated Review Effort (CRE) and the School Meal Initiative (SMI) review. CANS must monitor SFAs to ensure compliance with the new administrative and dietary regulations for school meals.

Why Is There a Review?

- To Ensure Program Integrity and Proper Use of Federal Funding
- A Check for SFA Compliance with Regulations

Whenever federal money is involved, there is someone watching someone watching someone else. Administrative Reviews conducted by CANS ensures integrity of the school meal program requirements are being implemented properly and effectively.

You monitor your sites and have fiscal audits.

We review your program.

We have management evaluations of our programs.

Federal programs have the Office of Management and Budget and Office of Inspector General.

Areas of Review

Critical Areas

Performance Standard 1

- Student Eligibility
- Meal Counts
- Reimbursement

Performance Standard 2

- Meal Pattern & Components
- Dietary Specifications

General Areas

- Resource Management
 - Financial
- General Program Compliance
 - Civil Rights, Food Safety, Smart Snacks, Professional Standards, etc.
- Other Federal Programs
 - After School Snack
 - Special Milk Program
 - FFVP

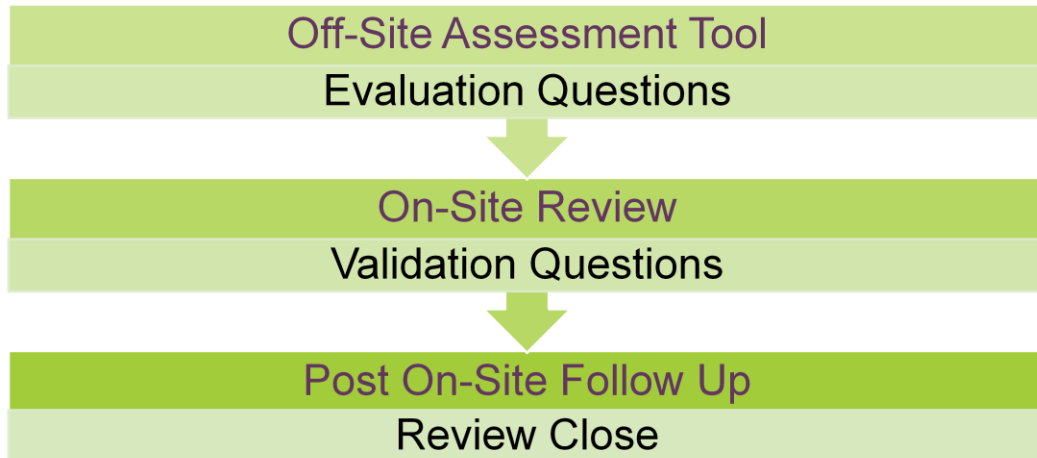
Generally, the school meal programs Administrative Review focuses on two primary components:

Critical Areas of Review, and
General Areas of Review

The Critical Areas of Review are Performance Standard 1, which encompasses Meal Access & Reimbursement, AND Performance Standard 2 which is also a critical area, this area includes Meal Pattern & Nutritional Quality.

All the review areas are essential for program compliance. So the General Areas of the review which include Resource Management and General Program Compliance are as important as the Critical Areas.

The Administrative Review Process



There is a three step process used in the new administrative review to determine the SFA's level of compliance with Federal Regulations.

The first step involves the use of the a new Off-Site Assessment Tool. The Off-Site Assessment is intended to be conducted in advance of the on-site portion of the administrative review. The off-site tool will be emailed directly to the Authorized Representative, Food Service manager, and Claim Rep. The off-site tool is linked to the CANS NSLP website.

During the Off-site Assessment process, a variety of methods will be used to fill-out the Tool. (e.g., examination of recently filed reports, a series of pre-review questions for the SFA to fill out, collection of information provided during annual renewal period).

The Off-site Assessment Tool will provide CANS reviewers with some baseline evaluation information about the different processes in place. This information could alert the reviewer to potential areas of non-compliance or technical assistance needs well in advance of the on-site portion of the administrative review.

The information communicated during the Off-Site Assessment will be validated by the reviewer on-site through a series of questions that will be answered based on staff interviews, reviewer observation, etc.

The reviewer will also document any Technical Assistance that is provided to the SFA at any point in the review. Areas of non-compliance may result in Fiscal Action.

The reviewer goes back home and finishes the review up, following up with the SFA when necessary for documented corrective action until the review is ready to close.

Administrative Review Structure

Access & Reimbursement	Nutritional Quality/ Meal Pattern	Resource Management	General Program Compliance	Other Federal Program Reviews
Eligibility Determination	Meal Components	Nonprofit School Food Service Acct	Civil Rights	Afterschool Snack
Benefit Issuance	Offer versus Serve	Paid Lunch Equity	SFA On-site Monitoring	Seamless Summer Option
Direct Certification	Dietary Specifications & Nutrient Analysis	Revenue from Non-program Foods	Local Wellness Policy	Fresh Fruit and Vegetable Program
Verification		Indirect Costs	Competitive Foods/Smart Snacks	Special Milk Program
Meal Counting			Professional Standards	Special Provision 2, 3, & CEP
Claiming Reimbursement			Water	
			Food Safety, Storage, & Buy American	
			Reporting & Recordkeeping	
			SBP & SSO Outreach	

The new Administrative Review approach has been organized into five monitoring areas:

- Access and Reimbursement, again, which corresponds to Performance Standard 1;
- Nutritional Quality/Meal Pattern, which corresponds to Performance Standard 2;
- Resource Management and General Program Compliance, which collectively cover the General Areas of review;
- and Other Federal Program Reviews, which are comprised of both Critical and General areas.

On this slide you can see that within each monitoring section are several modules, each of which addresses a specific review area.

For each module you see listed here, both pre-visit (off-site) and on-site visit materials have been developed where appropriate, to allow for the most efficient collection, submittal and analysis of data and information for a given review area.

Preparation IS KEY



- Use the AR Summary & Self Evaluation Checklist
- Conduct a meeting with your staff to help them understand their role in the review and begin preparations!
- Admin Review has 3 parts:
 - Pre Visit Procedures: *Business Office & Food Service*
 - On-site Visit Review: *Business Office, Food Service, & Others involved in program requirements*
 - Follow-up and Close: *Business Office & Food Service*

Since I have never gone through one before, I have started to look at some of the online content.

I had all-staff training this week and I went through this info with them so they know what they could be responsible for.

AR Includes 3 parts

Off-site Assessment (Director and Managers) Pre Visit Procedures

On-site Review (**ALL STAFF**)

Follow-up and Close (Director and Managers)

Pre-Visit Procedures: Completed by CANS

- Notify the Authorized Representative and Food Service Director:
You are on the list this school year!
- Send the SFA the Off-Site Assessment document
- Review the completed Off-Site Assessment document and clarify questions
- Nail down some pre-visit information:
 - Who will be involved, specifics on the SFA's program
- Select sites for review
- Schedule an on-site visit date

How You Can Prepare for the Admin Review

Meal Access and Reimbursement Performance Standard (PS) 1

- Certification and Benefit Issuance
 - Review SFA eligibility documentation and student eligibility roster
- Verification
 - Review your verified applications and process

How You Can Prepare for the Admin Review

Meal Access and Reimbursement PS 1

- Meal Counting & Claiming - watch your meal counts!
 - Is someone ALWAYS stationed at the point of service meal count station?
 - Do meal count staff monitor meals for completeness and count only eligible student meals?
 - Do meal count staff properly charge a la cart prices?
 - Does your meal count method protect confidentiality of student meal benefits?
 - Are monthly edit checks completed to ensure claim accuracy?

How You Can Prepare for the Admin Review

Meal Pattern and Nutritional Quality PS 2

- Meal Components and Quantities
 - Watch meal service.
 - Are all the required meal components offered to all students?
 - Are staff properly telling students what they can and cannot take?
 - What happens when a food runs out?
 - What happens when a student refuses a reimbursable meal?
Does the school charge for meals that are not reimbursable meals?

How You Can Prepare for the Admin Review

Meal Pattern and Nutritional Quality PS 2

- Offer versus Serve (OVS)
 - What is your OVS selection in your iCAN Site Application?
 - Watch meal service
 - Do staff understand the minimum component requirements?
 - Do staff know the difference between a complete (reimbursable) meal and a la carte or seconds purchase and how to charge accordingly?
 - Is signage posted for students to understand meal requirements?
 - Do staff accurately judge food quantities when food is self serve?

How You Can Prepare for the Admin Review

Meal Pattern and Nutritional Quality PS 2

- Dietary Specifications and Nutrient Analysis
 - Are daily Production Records made?
 - Are all the components on the Production Records filled out?
 - Does the menu planner understand how to record a meal on the production record
 - Does the menu planner ensure that average calories, saturated fat, and sodium requirements are met; do they check labels for zero trans fat?
 - Are they asking for American agricultural products? Do they collect documentation from the vendor/manufacturer for food grown/processed outside of the US?

How You Can Prepare for the Admin Review

Resource Management

- Nonprofit Food Service Account
 - Do your reimbursements go into a dedicated foodservice account?
 - Do you have a method to verify only allowable costs are charged to this account?
- Paid Lunch Equity (PLE)
 - Is the PLE tool completed and student paid prices set properly or a source of nonfederal funding found to supplement PLE requirements?

How You Can Prepare for the Admin Review

Resource Management

- Revenue from NonProgram Foods
 - Adult meals, purchased seconds, a la cart, other foods purchased using FS dollars.
 - Is the USDA Non Program Tool completed and results are compliant?
- Indirect Costs
 - Are indirect costs charged to the FS account? Do you have approval from both a Cognizant agency and from CANS? Are indirect costs equitably charged to all federal programs?

How You Can Prepare for the Admin Review

General Program Compliance

- Civil rights
 - Is the “And Justice For All” poster in the meal service area?
 - Did staff receive ANNUAL Child Nutrition Civil Rights training? This is different than the Title Civil Rights training.
 - Do all students have equal access to your meal program?
 - Do your program materials and website contain the nondiscrimination statement?
 - Check how your school handles complaints of civil rights discrimination within the school meal program. Is it a written or informal policy that meets requirements in CANS NSLP memo 108?

How You Can Prepare for the Admin Review

General Program Compliance

- Onsite Monitoring (required for SFAs with more than 1 feeding site)
 - Has monitoring been completed for each school/feeding site prior to Feb 1?
 - Are the results recorded on the Onsite Monitoring Worksheet?
- Local School Wellness Policy
 - Does it meet the final requirements?
 - TIP: Use the Wellness Policy Self-Checklist

Wellness Policy – Final Rule July 1, 2017

- Permit parents, students, other school staff, general public to participate in reviewing and updating policy
- Identify a wellness leader to enforce compliance within district
- Inform and update the public on content of policy updates
- Include required components:
 - Goals for nutrition promotion, PE, other school wellness activities.
 - Guidelines for all foods sold in schools – meals and smart snacks
 - Policy for food and beverages available in schools – parties, incentives, fundraisers
 - Food and beverage marketing policy
 - Description of public involvement, updates, leadership and evaluation plan.

How You Can Prepare for the Admin Review

General Program Compliance

- Smart Snacks
 - Applies to all food sold to students during school day outside of reimbursable meal
 - Ensure all foods sold during school day are Smart Snack compliant
 - A la Carte
 - Vending Machines
 - Exempt Fundraisers

Smart Snack Calculator

<https://foodplanner.healthiergeneration.org/calculator/>



Nutrition Facts

Serving Size (1ph)	
Servings Per Case: 0	
Amount Per Serving	Calories from Fat 30
Calories 130	
% Daily Value*	
Total Fat 3.5gm	5%
Saturated Fat 0.5gm	3%
Trans Fat 0gm	
Polyunsaturated Fat 2gr	
Monounsaturated Fat 1gr	
Cholesterol 0mg	0%
Sodium 190mg	8%
Potassium 250me	7%
Total Carbohydrates 24gm	8%
Dietary Fiber 1gm	6%
Sugars 3gm	
Protein 2gm	

Ingredients List

Dried Potatoes, Corn Starch, Corn Oil, Sugar, Skim Milk, and Less than 2% of the Following: Salt, Yeast, Vinegar, Soy Lecithin, Cultured Skim Milk, Whey, Onion Powder, Sour Cream (Cultured Cream, Skim Milk), Natural Flavors, Parsley, Citric Acid, and Annatto Extract (Color).

My Product is a ...

- ☒ a) Snack ⓘ
☐ b) Side ⓘ
☐ c) Entree ⓘ
☐ d) Beverage ⓘ

Is the first ingredient* of your product a ...

- ☐ a) Fruit ⓘ
☒ b) Vegetable ⓘ
☐ c) Dairy ⓘ
☐ d) Protein food ⓘ
☐ e) Whole Grain ⓘ
☐ f) None of the above

What type of vegetable is your product?

- ☐ a) Fresh Vegetable ⓘ
☐ b) Low sodium/No salt added canned vegetables with no added fats ⓘ
☐ c) Frozen Vegetables with no added ingredients except water
☐ d) Dried vegetables with no added nutritive sweeteners
☒ e) Potato is the first ingredient ⓘ
☐ f) Other

Nutrition Facts

Serving Size oz 1.125 (about g) ⓘ

Servings Per Container 1

Amount Per Serving

Calories 130 Calories from Fat 30

Total Fat (g) 3.5

Saturated Fat (g) .5

Trans Fat (g) 0

Sodium (mg) 190

Carbohydrates

Sugars (g) 3

✓ Your product is compliant!

Smart Snack Calculator

<https://foodplanner.healthiergeneration.org/calculator/>



Nutrition Facts

Serving Size (1.1oz)	
Servings Per Case: 0	
Amount Per Serving	
Calories 140	Calories from Fat 30
% Daily Value*	
Total Fat 3.5gm	5%
Saturated Fat 0.5gm	3%
Trans Fat 0gm	
Polyunsaturated Fat 1.5gr	
Monounsaturated Fat 1gr	
Cholesterol 0mg	0%
Sodium 220mg	9%
Potassium 250me	7%
Total Carbohydrates 24gm	8%
Dietary Fiber 2gm	8%
Sugars 4gm	
Protein 2gm	

Ingredients List

Dried Potatoes, Corn Starch, Corn Oil, Sugar, Salt, Dextrose, Soy Lecithin, Molasses (Contains Wheat Starch and Soy Flour), Onion Powder, Brown Sugar, Fructose, Natural Flavors (Contains Milk, Barley, and Chicken), Torula Yeast, Chili Pepper, Tomato Powder, Soybean Oil, Garlic Powder, Citric Acid, Spices, Paprika Extract, Yeast Extract, and Annatto Extract (Color).

My Product is a ...

- ☒ a) Snack ⓘ
☐ b) Side ⓘ
☐ c) Entree ⓘ
☐ d) Beverage ⓘ

Is the first ingredient* of your product a ...

- ☐ a) Fruit ⓘ
☒ b) Vegetable ⓘ
☐ c) Dairy ⓘ
☐ d) Protein food ⓘ
☐ e) Whole Grain ⓘ
☐ f) None of the above

What type of vegetable is your product?

- ☐ a) Fresh Vegetable ⓘ
☐ b) Low sodium/No salt added canned vegetables with no added fats ⓘ
☐ c) Frozen Vegetables with no added ingredients except water
☐ d) Dried vegetables with no added nutritive sweeteners
☒ e) Potato is the first ingredient ⓘ

Nutrition Facts

Serving Size oz 1.1 (about g) ⓘ

Servings Per Container 1

Amount Per Serving

Calories 140 Calories from Fat

Total Fat (g) 3.5

Saturated Fat (g) .5

Trans Fat (g) 0

Sodium (mg) 220

Carbohydrates

Sugars (g) 4

✖ Your product is NOT compliant.
 Your vegetable product does not meet the following nutrient standards:
 ★ Sodium exceeds 200 mg

Smart Snack Calculator

<https://foodplanner.healthiergeneration.org/calculator/>

INGREDIENTS:

INGREDIENTS: CRUST: WHOLE GRAIN BLEND (WHITE WHOLE WHEAT FLOUR, WHOLE GRAIN YELLOW CORN FLOUR, BROWN RICE FLOUR, WHOLE GRAIN OAT FLOUR), NONFAT MILK, ENRICHED FLOUR (WHEAT FLOUR, Malted Barley Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Water, Yeast, Sugar, Wheat Gluten, Vegetable Oil (Soybean And/or Canola Oil), Contains 2% or Less of: Butter Flavored Oil with Garlic (Liquid and Hydrogenated Soybean Oil, Natural Flavor, Salt, Artificial Flavor, Soy Lecithin, Beta Carotene (Color), Vitamin A Palmitate), Parmesan Cheese (Cultured Pasteurized Part Skim Milk, Salt, Enzymes), Sea Salt, Dates, Dextrose, Guar Gum, Spice, Soy Lecithin, Salt, Ascorbic Acid, Wheat Starch, Enzymes. TOPPINGS: Low Moisture Part Skim Mozzarella Cheese (Cultured Pasteurized Part Skim Milk, Salt, Enzymes), Cooked Diced White Chicken Meat (White Chicken Meat, Water, Modified Food Starch, Paprika, Salt, Sodium Phosphate, Dehydrated Onion, Dehydrated Garlic, Black Pepper, Ground Celery), Cheddar Cheese (Cultured Pasteurized Milk, Salt, Enzymes, Annatto (Color)), Sauce: Buffalo Sauce (Vinegar, Aged Cayenne Red Peppers, Salt, Water, Modified Food Starch, Canola Oil, Paprika, Carrot Fiber, Xanthan Gum, Natural Flavor, Garlic Powder), Ranch Dressing (Soybean Oil, Water, Vinegar, Buttermilk Solids, Contains Less than 2% of: Salt, Sugar, Lemon Juice Concentrate, Garlic, Natural Flavor, Pea Protein, Onion, Modified Food Starch, Xanthan Gum, Potassium Sorbate, Sorbic Acid and Calcium Disodium EDTA (Preservatives), Spice, Cream, Titanium Dioxide, Buttermilk, Green Onions, Nonfat Dry Milk).

Serving Size (weight oz):	5.21
Eaches/Case:	9
Inner Packs/Case:	3
Servings/Case:	72
Calories:	390
Calories From Fat:	170
Calories From Saturated Fat:	63
Total Fat:	19
Saturated Fat:	7
Trans Fat:	0
Cholesterol:	45
Sodium:	750
Potassium:	380
Total Carbohydrate:	35
Total Dietary Fiber:	3
Sugars:	8
Protein:	20



My Product is a ...

- ☐ a) Snack ⓘ
- ☐ b) Side ⓘ
- ☒ c) Entree ⓘ
- ☐ d) Beverage ⓘ

Is your entree* ...

- ☒ a) A combination food of meat/meat alternate and whole grain rich food
- ☐ b) A combination food of meat/meat alternate and vegetable/fruit
- ☐ c) A meat/meat alternate alone ⓘ
- ☐ d) None of the above

Is the first ingredient* of your product a ...

- ☐ a) Fruit ⓘ
- ☐ b) Vegetable ⓘ
- ☐ c) Dairy ⓘ
- ☐ d) Protein food ⓘ
- ☒ e) Whole Grain ⓘ
- ☐ f) None of the above

Nutrition Facts

Serving Size oz (about g) 148 ⓘ

Servings Per Container 1

Amount Per Serving

Calories 390

Calories from Fat

Total Fat (g) 19

Saturated Fat (g) 7

Trans Fat (g) 0

Sodium (mg) 750

Carbohydrates

Sugars (g) 8

✗ Your product is NOT compliant.

Your whole grain product does not meet the following nutrient standards: for entrees:

- ✗ Calories exceed 350.
- ✗ Calories from total fat exceed 35%.
- ✗ Calories from saturated fat are not less than 10%.
- ✗ Sodium exceeds 480 mg.

Smart Snack Beverages: ALL **GRADES**



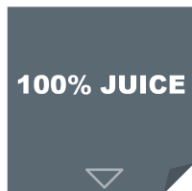
(with or without carbonation)



(plain or flavored)



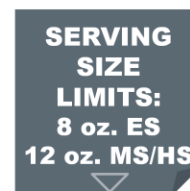
(plain only)



(fruit or vegetable)



(with or without carbonation)



(milk, juice)

Next let's explore beverages.

NO caffeinated beverages are allowed at elementary and middle school. Only plain water, non-fat and low fat milk and 100% fruit or vegetable juice are allowed at elementary and middle school.

In addition, there are serving size limits for milk and juice. At elementary school, milk and juice is limited to 8 oz. or less. At middle and high school, milk and juice is limited to 12 oz. or less.

Smart Snack Beverages: High School **ONLY**

DIET BEVERAGES (20 oz.)

(<5 kcal/8 oz. OR
≤10 kcal/20 oz.)

LOW- CALORIE BEVERAGES (12 oz.)

(≤40 kcal/8 oz. OR
≤60 kcal/12 oz.)

Some additional flavored and/or carbonated beverages are allowed at high school (they must meet certain calorie and serving size limits).

Diet beverages are limited to 20 oz. or less. Low calorie beverages are limited to 12 oz. or less.

Smart Snack Calculator

<https://foodplanner.healthiergeneration.org/calculator/>



Nutrition Facts	
Serving Size 1 Bottle (591 mL)	
Amount Per Serving	
Calories 50	
	% Daily Value*
Total Fat 0g	0%
Sodium 270mg	11%
Potassium 75mg	2%
Total Carbohydrate 13g	4%
Sugars 12g	
Protein 0g	
Not a significant source of calories from fat, saturated fat, trans fat, cholesterol, dietary fiber, vitamin A, vitamin C, calcium, and iron.	
*Percent Daily Values are based on a 2,000 calorie diet.	
WATER, SUGAR, CITRIC ACID, NATURAL FLAVOR, SODIUM CITRATE, SALT, MONOPOTASSIUM PHOSPHATE, SUCRALOSE, ACESULFAME, POTASSIUM, BLUE 1	

My Product is a ...

- ☐ a) Snack ⓘ
- ☐ b) Side ⓘ
- ☐ c) Entree ⓘ
- ☒ d) Beverage ⓘ

Is your beverage:

- ☐ a) Plain water or plain carbonated water
- ☐ b) Plain low fat milk* ⓘ
- ☐ c) Plain non-fat milk* ⓘ
- ☐ d) Flavored non-fat milk* ⓘ
- ☐ e) 100% fruit or vegetable juice
- ☐ f) 100% fruit or vegetable juice diluted with water with no added sweeteners (with or without carbonation)
- ☒ g) Other flavored and/or carbonated beverages

This beverage is being sold in: ⓘ

- ☐ a) Elementary School
- ☐ b) Middle School
- ☒ c) High School

Nutrition Facts

Serving Size fluid oz

Servings Per Container

Calories

✱ Your product is NOT compliant.

• Your beverage exceeds the 12 fl. oz. serving size limit for this type of beverage at High School.

Smart Snack Calculator

<https://foodplanner.healthiergeneration.org/calculator/>



Nutrition Facts	
Serving Size 1 Bottle (355 mL)	
Amount Per Serving	
Calories 30	
	% Daily Value*
Total Fat 0g	0%
Sodium 160mg	7%
Potassium 45mg	1%
Total Carbohydrate 8g	3%
Sugars 7g	
Protein 0g	
Not a significant source of calories from fat, saturated fat, trans fat, cholesterol, dietary fiber, vitamin A, vitamin C, calcium, and iron.	
*Percent Daily Values are based on a 2,000 calorie diet.	
WATER, SUGAR, CITRIC ACID, NATURAL FLAVOR, SODIUM CITRATE, SALT, MONOPOTASSIUM PHOSPHATE, SUCRALOSE, ACESULFAME POTASSIUM, BLUE 1	

My Product is a ...

- ☐ a) Snack ⓘ
☐ b) Side ⓘ
☐ c) Entree ⓘ
☒ d) Beverage ⓘ

Is your beverage:

- ☐ a) Plain water or plain carbonated water
☐ b) Plain low fat milk* ⓘ
☐ c) Plain non-fat milk* ⓘ
☐ d) Flavored non-fat milk* ⓘ
☐ e) 100% fruit or vegetable juice
☐ f) 100% fruit or vegetable juice diluted with water with no added sweeteners (with or without carbonation)
☒ g) Other flavored and/or carbonated beverages

This beverage is being sold in: ⓘ

- ☐ a) Elementary School
☐ b) Middle School
☒ c) High School

Nutrition Facts

Serving Size 12 fluid oz
 Servings Per Container 1
 Calories 30

✓ Your product is compliant!

• Your beverage is compliant for High School!

For middle school?

✗ Your product is NOT compliant.

• Only plain water, plain low fat milk, plain or flavored non-fat milk or 100% fruit or vegetable juice (may be diluted with water) with no added sweeteners are allowed for Middle School.

Smart Snack Calculator

<https://foodplanner.healthiergeneration.org/calculator/>



Nutrition Facts	
Serving Size 20 fl oz (591 mL)	
Servings Per Container 1	
Amount Per Serving	
Calories 5	
	% Daily Value*
Total Fat 0g	0%
Sodium 210mg	9%
Total Carbohydrate 0g	0%
Sugars 0g	
Protein 0g	
Not a significant source of other nutrients.	
*Percent Daily Values are based on a 2,000 calorie diet.	
WATER, CITRIC ACID, BLACK TEA, NATURAL FLAVOR, SODIUM HEXAMETAPHOSPHATE (TO PROTECT FLAVOR), MALIC ACID, POTASSIUM BENZOATE (PRESERVES FRESHNESS), POTASSIUM SORBATE (PRESERVES FRESHNESS), SUCRALOSE, POTASSIUM PECTIN, ACESULFAME POTASSIUM, CALCIUM DISODIUM EDTA (TO PROTECT FLAVOR)	

Is your beverage:

- ☐ a) Plain water or plain carbonated water
- ☐ b) Plain low fat milk*
- ☐ c) Plain non-fat milk*
- ☐ d) Flavored non-fat milk*
- ☐ e) 100% fruit or vegetable juice
- ☐ f) 100% fruit or vegetable juice diluted with water with no added sweeteners (with or without carbonation)
- ☒ g) Other flavored and/or carbonated beverages

My Product is a ...

- ☐ a) Snack
- ☐ b) Side
- ☐ c) Entree
- ☒ d) Beverage

This beverage is being sold in:

- ☐ a) Elementary School
- ☐ b) Middle School
- ☒ c) High School

Nutrition Facts

Serving Size 20 fluid oz

Servings Per Container 1

Calories 5

✓ Your product is compliant!

• Your beverage is compliant for High School!

How You Can Prepare for the Admin Review

General Program Compliance

- Professional Standards
 - Every school must have at least one “Food Service Director”
 - Do all staff have the appropriate minimum number of training hours?
 - Are they recorded?
 - Food Service Director – 12 hours
 - Food Service Manager – 10 hours
 - Food Service Staff – 6 hours
 - Part-time Staff – 4 hours

How You Can Prepare for the Admin Review

General Program Compliance

- Water
 - Available for Breakfast AND Lunch?
- Food safety
 - Do we have a food safety plan (HACCP)?
 - Have staff reviewed the plan?
 - Do we take temperatures and correct if temp is not right?
 - Have we had 2 health inspections per year?

How You Can Prepare for the Admin Review

Other Federal Programs

- Afterschool Snack Program
 - Offsite OR Onsite review
- Seamless Summer Option
 - Onsite review the same year of a school lunch review
- Fresh Fruit and Vegetable Program
 - Onsite review
- Special Milk Program
 - Offsite OR Onsite review

Administrative Review Guidance & Tools

<http://doe.sd.gov/cans/nsip.aspx>

<http://www.fns.usda.gov/school-meals/administrative-review-manual>

SCHOOL NUTRITION PROGRAM FOR BUSINESS MANAGERS 101

Some Basic Reminders

General Reminders

- Restricted Food Service Account
 - All revenue that goes into the account must be allowable
 - Moving reimbursement from FS account into another account is not allowable in most cases
 - For example: Afterschool snack reimbursement is received in FS Account and then paid to another account for 21st Century payment = **Not Allowed!**
- Allowable/unallowable costs
- Procurement:
 - Using the Most Restrictive of Federal, State, and Local rules

Definition of Nonprofit School Food Service Account

Nonprofit school food service account means the restricted account in which all of the **revenue** from all food service operations conducted by the school food authority principally **for the benefit of school children is retained and used only for the operation or improvement of the nonprofit school food service**. This account shall include, as appropriate, non-Federal funds used to support student paid lunch prices, and proceeds from nonprogram foods.

7 CFR 210.2 and 210.14

Paid Lunch Equity (PLE Tool)

- Must be completed every year
- The tool for SY17-18 is posted on the CANS NSLP website
- If you meet specific criteria, you can apply for a waiver this year

Adult Meal Prices...Why are they higher?

- Schools do not get reimbursed for adult meals
- They are nonprogram foods
- Adult portions should reflect the same portions as student meals (high school serving size)
- A simple calculation to figure out the lowest adult meal charge:
 Your Free Rate of Reimbursement + Federal Performance Rate of Reimbursement + Value Of USDA Foods (commodity value)

$$\$3.18 + \$0.06 + \$0.23 = \$3.47$$

Key area here is that Student meal reimbursement can't be subsidizing the adult meal price.

Can we state that if a district wants their adults to have more then the general fund must be charged.

Movie ticket example Adult price and child price get same thing

Other costs – Teachers asking for a stack of disposable bowls or other item. Must be charged out. Not an allowable cost for the nutrition program

Lunchroom supervision Yes

NonProgram Food Revenue Tool



Nonprogram Revenue Calculator		
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue		
Cost for Reimbursable Meal Food		
Cost of Nonprogram Food		
Total Food Costs	\$ -	
Total Nonprogram Food Revenue		
Total Revenue		
Minimum portion of revenue from nonprogram funds		0%
Minimum Revenue Required from the Sale of Nonprogram Foods	\$ -	
Additional Revenue Needed to Comply	\$ -	

Need to Know

- Cost of Reimbursable Meal Food
- Cost of Nonprogram Food
- Total Food Cost
- Total Nonprogram Food Revenue
- Total Revenue

NonProgram Food Revenue Tool

- What are nonprogram foods?
 - Adult meals, extra milk, seconds, and any food that is paid for out of the school food service account that is not a reimbursable meal
- How to fill out the tool:
 - Enter information into the peach/tan colored boxes
 - Use the prior school year information or a reference period for an estimate
- What the tool does:
 - Determines whether or not your school is charging enough for nonprogram foods

Requirements of Nonprogram Foods Revenue

Formula:

$$\frac{\text{Total Nonprogram Foods Revenue}}{\text{Total Program Revenue}} \geq \frac{\text{Total Nonprogram Food Costs}}{\text{Total Food Costs}}$$

Calculate Average Meal Cost

- How much does it cost, on average, to produce a meal in your school district?
- Determine the **raw food cost** of the item offered for sale.
- Identify the desired **food-cost percentage** for the school nutrition program operation.
- To **establish a base selling price**, divide the item's food cost by the desired food cost percentage mark-up.

Daily Meal Cost:

I have them write down everything they use and what the current cost is.

Food, commodities, paper products, wage

Take that number by how many people served to get cost per meal.

Recently looked at adding wages/salaries into that equation.

This gives us a good idea of which meals are our most expensive to prepare.

Helps us stay in check.

Revenue Requirement Calculation Example

Cost for Reimbursable (Program) Food:	\$ 45,000
Cost of Nonprogram Food:	\$ 5,000
Total Food Costs:	\$ 50,000
Total Revenue:	\$ 100,000

By math: Your Total Nonprogram Food Revenue: \$5,000

This example shows the SFA is \$5,000 dollars short of
Nonprogram Food Revenue to meet minimum requirement

Unpaid Meal Requirements

- Each district must have a **written and communicated policy** in place by July 1, 2017
- Required to have a policy or standard procedures on **how zero and negative balances (unpaid meal charges) are handled by the SFA**
- Must be **provided to all households** at the start of the SY and to transferring households
- USDA Unpaid Meal Charges website:
<https://www.fns.usda.gov/school-meals/unpaid-meal-charges>

Unpaid Meal Charges Example

“Elementary students will be allowed to charge the value of up to 5 lunch meals to their account except for the last two weeks of school when no charging is allowed. After the student reaches a negative balance equivalent to 5 lunch meals, a hot meal will no longer be served and the student will be provided an alternative meal until the account has a positive balance. Once a student has \$5.00 remaining in his or her account, a low balance notification will be sent home with the student. This low balance notification will continue to be sent home daily until the account is more than \$5.00 positive. Parents also may sign up to receive electronic notification of low balances via the online school lunch payment system.”

Unpaid Meal Charges Example

Middle school students is the same as elementary except they are told discretely while going through line and given a note to take home.

High school students is similar however once they have reached negative 5 meals they are no longer served unless they want to pay in cash.

MAXIMIZING YOUR ENTITLEMENT DOLLARS

Commodities/USDA Foods

USDA Foods Entitlement Usage

- How is entitlement determined?
 - The total lunches served (TLS) in the prior completed school year multiplied by a planned assistance level (PAL) set each year in July based on certain indexes set by Congress in the original act
 - $TLS \times PAL = \text{Entitlement}$

USDA Foods Entitlement Usage

How can Entitlement be spent?

- Each year, by March, surveys are open on iCAN for agencies to allocate how they want the state agency to purchase USDA Foods
 - Survey types are for:
 - Direct Delivery (brown box) to South Dakota's warehouse
 - FFAVORS – USDA Foods Fresh DoD
 - Processor Delivery (Bulk to Processor)
 - Net Off Invoice (NOI)

USDA Foods Entitlement Usage

Direct Delivery (brown box) to South Dakota's warehouse

- Frozen 40 pound box or smaller
- Number 10 can or smaller
- Refrigerated 40 pound container or smaller

Processor Delivery (Bulk to Processor)

USDA Foods Entitlement Usage

FFAVORS – USDA Foods Fresh DoD

- USDA Foods entitlement funds set aside for fresh fruits and vegetables purchases
 - Agencies log into the DoD FFAVORS website and place orders for weekly or bi-weekly deliveries through the contracted distributor
 - Currently the South Dakota FFAVORS contract is with CashWa Distributing

USDA Foods Entitlement Usage

Net Off Invoice (NOI)

- A few schools in South Dakota have asked to procure their own processing items through distributors
 - Additional training is required for new agencies
- Purchases are tracked from the processor to the agency storeroom and monitored through processor supported websites

How can a
business
manager track
entitlement?

By accessing
iCAN!



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Food Distribution Program

Agencies | Reports | Security

Programs | Year | Help | Log Out

Program Year: 2016 - 2017

Agencies > Contract > Entitlement >

Contract Entitlement - NSLP

Agency: [redacted]
Agency Number: [redacted]

Contract Information

Program Year: 2016 - 2017
Program: NSLP
Agency: [redacted]
Agency Number: [redacted]

Display Entitlement Cancel

Agency Number	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
[redacted]	[redacted]	487,412	Approved	N	\$174,479.95	\$135,433.01	\$39,046.94

Click on any blue words / numbers and it will jump to detailed screen

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Agencies >> Contract >> Entitlement

Food Distribution Program

[Agencies](#) | [Reports](#) | [Security](#)
 south dakota
DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)
[Agencies > Contract > Entitlement >](#)

Program Year: 2016 - 2017

Entitlement Distribution Detail - NSLP

Agency:

Agency Number:

Agency Number	Agency	TLS	Total TLS	%	Agency Entitlement	DOD
<input type="text"/>	<input type="text"/>	487,412	487,412	100.00 %	\$174,479.95	\$74,867.00
Totals:		487,412	487,412	100.00 %	\$174,479.95	\$74,867.00

- TLS=Total Lunches Served from prior completed SY
- Agency Entitlement = Your entitlement dollars
- DOD = Money moved to DOD Fresh (formerly FFAVORS)

Year End Report: Report >> Value of Commodities Shipped

Value Of Commodities Shipped - Windows Internet Explorer provided by State of South Dakota

1 of 1 Select a format Export

Commodity Type	Item Number	Description	Pack Size	Units	Total Value
Entitlement Commodities					
DOD Commodities					
	DoDEnt	FFAVORS	1 pound unit	60,459	\$60,459.00
Total DOD Commodities				60,459	\$60,459.00
USDA Foods					
	100034	Chs MozzLtShredFrz30	30 pounds	10	\$618.90
	100036	Cheese American SL	6/5#	24	\$1,260.00
	100101	Chicken, Diced	4/10#	125	\$12,093.00
	100117	Chicken Fajita	30 LB	81	\$4,002.30
	100220	Peaches Diced 6/10#	6/10# can	182	\$6,561.10
	100225	Pears Diced 6/10#	6/10# can	58	\$1,668.08
	100256	Strawberry Frz Cup	96/4.5 oz	87	\$3,977.64
	100309	Carrots, LS Can #10	6#10 cans	96	\$1,678.08
	100313	Corn Whole 6/10 can	6/10	24	\$424.92
	110231	Apricots 1/2 Can	6/10#	15	\$774.00
	110237	Pears Diced Can	6/10#	8	\$269.36
	110261	BeefGround LFT RAW	40#	490	\$58,347.10
	110361	Applesauce Cups USwt	96/4.5 oz/case	72	\$908.64
Total USDA Foods				1,272	\$92,583.12
Total Entitlement Commodities				61,731	\$153,042.12
Total Commodities Shipped				61,731	\$153,042.12

CAUTION ::: This only contains SHIPPED Orders not open or processed orders.

HOT TOPICS & DISCUSSION

What's On Your Mind?

Block Grant impact on Pierre

- Total paid Lunches for last school year X's .29 **\$ 55,296.00**
- Total lunches all categories X's .06 **\$ 17,155.00**
- Total Breakfast reimbursement all meals **\$ 48,100.00**
- Total USDA foods received last year **\$ 84,711.00**
- If any summer or other programs FFV total funds N/A

DISTRICT	TOTAL
	\$205,262.00

Block Grant impact on Brandon Valley

- Total paid Lunches for last school year X's .29 **\$108,191.00**
- Total lunches all categories X's .06 **\$ 32,820.00**
- Total Breakfast reimbursement all meals **\$ 87,778.00**
- Total USDA foods received last year **\$172,573.00**
- If any summer or other programs FFV total funds N/A

DISTRICT	TOTAL	\$401,362.00
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Where does the lack of funding get made up?

- The General Fund and this equals fewer dollars spent on education.
- Capped funds
- Does our state have the bandwidth to manage?
- State could determine funds may be allocated differently to schools.
- If more free/reduced added to district where do funds come from for these new students?
- Natural disasters or major layoffs would significantly impact funding used up faster and again where will the funds be made up?
- We need you to make sure our Senators and Congresswoman know our state can't afford Child Nutrition programs to be Block Grants

Sodium
Requirements

Professional
Standards

Smart Snacks

Admin Review

Local Wellness Policy

Summer Feeding

Suppers or
Snacks

Fresh Fruit & Veg
Program

Student Eligibility

Thank you for
supporting
your
School
Nutrition
Program!!



Contact Us!

CANS Office

- Email: DOE.SchoolLunch@state.sd.us
- Phone: 605-773-3413

School Nutrition Association of SD

<http://www.snasd.org/>

This institution is an equal opportunity provider.

Business Officials Update, April 2017

This training credits for 3 hours of training in

Key Areas: 1- Nutrition and 3 – Administration

1170 USDA Foods, 3260 Preparation for Administrative Review,

3300 Financial Management

Your Name:

Date of Training:

